

BOSTON CULTURAL COUNCIL GRANT PROGRAM GUIDELINES AND APPLICATION FY 2013

DEADLINE: 5:00pm, Monday, October 15, 2012

The Mayor's Office of Arts, Tourism and Special Events is responsible for advancing the arts, tourism and culture in the city of Boston by providing advocacy, support, promotional and technical assistance; and by producing special events and public celebrations that reflect the city's rich diversity.

Boston Cultural Council

The Boston Cultural Council (BCC), under the umbrella of the Mayor's Office of Arts, Tourism and Special Events, annually distributes funds allocated by the Massachusetts Cultural Council, a state agency, to support innovative arts, humanities and interpretive sciences programming that enhances the quality of life in our City.

The BCC is currently comprised of 9 Boston residents appointed by Mayor Thomas M. Menino to serve for up to six years each. Council members are selected on the basis of their demonstrated commitment to Boston's cultural community and their knowledge of particular disciplines. The BCC annually reviews applications during a series of fall meetings to evaluate the overall quality of proposed programming and its potential benefit to diverse audiences in neighborhoods throughout Boston.

Arreen Andrew, the Grants Manager for the Boston Cultural Council can be contacted at Arreen.Andrew@cityofboston.gov and also by telephone at 617.635.2437.

Grant Categories

Grants of up to \$5,000 will be made in the following two areas:

A. Programming Grants

To support the annual programming of cultural organizations based in and serving Boston

B. Field Trip Grant Application (Formerly known as PASS Grant Application)

To reimburse schools and after-school programs for the cost of admission for students to attend performances at Boston-based, designated performing arts organizations

Instructions for Application

All proposals must be submitted on the forms provided. Forms should not be bound or stapled. Complete answers must be provided within the space allocation. Application must be received by the Mayor's Office of Arts, Tourism and Special Events on the deadline date 10/15/2013 at 5pm.

Application Process

All grants are reviewed by the Boston Cultural Council in a series of panel meetings during the months of November, December and January. All awardees will be notified by February 2013.

Grant Payment

All grants will be paid on a reimbursement basis; requests for reimbursement must be accompanied by invoices, cancelled checks, receipts, and/or contracts that document programming expenses as proposed. Applicants must demonstrate a 4:1 match. The match can include in-kind or donated contributions.

Reconsideration

An applicant may request reconsideration of a decision on its application if the applicant can demonstrate that the BCC failed to follow published application and review procedures. Such requests must be submitted in writing to the Boston Cultural Council within fifteen (15) days of notification. No reconsideration may be requested due to the amount or a decision made about artistic quality or programming priorities.

Conflict of Interest

The Boston Cultural Council observes the MCC's Conflict of Interest policy regarding review panels. To ensure that all review panels are free from conflicts of interests, panelists are required to disclose any current or prospective affiliations they or their immediate family members have with an actual or potential applicant. "Affiliation" applies to employment, board memberships, independent contractual relationships, advisory or policy relationships, substantial contributor relationships or other financial relationships. In addition, panelists are required to disclose any past or current adversarial relationships with actual or potential applicants. Panelists will not be permitted to participate in discussions or votes relating to applicants with whom they have an affiliation or relationship.

Fiscal Year 2013 Timeline

September 1

Guidelines Available and Disseminated

Grant Information Workshop:

Wednesday, September 19, 2012
12:30-1:30PM

McKim Conference Room
Boston Public Library/Copley
1st floor McKim Building
Boston MA 02116
(Dartmouth Street entrance)

Friday , September 28, 2012
12:30-2:00PM

McKim Conference Room
Boston Public Library/Copley
1st floor McKim Building
Boston MA 02116
(Dartmouth Street entrance)

Monday, October 15 2012 BY 5:00 P.M.

DEADLINE FOR ALL APPLICATIONS
Mayor's Office of Arts, Tourism and Special
Events
Boston City Hall, Room 802
Boston, MA 02201

November/December 2012 / January 2013

Panels convene to review proposals

February 2013

Grants notification

April/May 2013

Checks available on a reimbursement basis

BOSTON CULTURAL COUNCIL GRANT APPLICATION **Application must be typed**

For office use only

FY_____

APPL#_____

Approved_____

AMT \$_____ Disapprove_____

Important: Read the BCC Guidelines before you complete this application. Incomplete forms will not be reviewed. Your completed application with supplemental materials must arrive on or before 5:00 p.m. Monday, October 15, 2012 to the address listed above.

SECTION A

Applicant Organization's Federal ID Number ____ - ____ - ____

Discipline Category (check one)

_____Music

Visual Arts

___ Film/Video

 Folk & Traditional Arts

Interpretive Science

___Field Trip Grant (formerly PASS Grant)

Organization budget for last completed fiscal year \$_____

Applicant Institution (check one)

___Cultural Non-profit

Gov Agency

___ Out-of-School Program

____ School (Field Trip Grant)

___ Applicants using other Fiscal Agent

___None of the above (please explain

Applicant Legal Organization Name		DBA ("Doing Business As" organization name)	
Organization Local Address:			
Organization Mailing Address		City / State	Zip Code
Contact Person		Title	
(X X X) X X X - X X X X		(X X X) X X X - X X X X	(X X X) X X X - X X X X
Daytime Phone		Evening Phone	Fax
Email Address			
If using a Fiscal Agent, please include the following information.			
Name of Fiscal Organization		Contact Person	Title
Address of Fiscal Organization		City / State	Zip Code
(X X X) X X X - X X X X		(X X X) X X X - X X X X	(X X X) X X X - X X X X
Telephone Contact of Fiscal Organization		Daytime Phone	Fax

SECTION B Budget Information

Applicant Name: _____

Application # _____

Please provide a summary FY13 budget on the form below, a detailed FY13 budget breakdown as well as a Financial Statement for last completed fiscal year.

EXPENSES		INCOME	
A Salaries / Fees		A Earned Income	\$ _____
1. Artists/Humanists/ Interpret. Scientists	_____		
2. Administrative	_____	B Non-Government	
3. Program Staff	_____	1. Corporate / Business	_____
4. Other (Specify)	_____	2. Foundations	_____
Subtotal Salaries/Fees		3. Clubs /Organizations	_____
\$ _____		4. Other (Specify)	_____
B Space Rental	\$ _____	Subtotal Non-Government	\$ _____
C Travel	\$ _____	C Government	
D Marketing	\$ _____	1. Other City of Boston sources- please list	\$ _____
		2. Other MCC Programs	\$ _____
E Programming Costs including Materials & Supplies	\$ _____	3. Federal Sources	\$ _____
		4. Other (including state, other LCC's, etc.)	\$ _____
F Remaining costs		Subtotal Government	\$ _____
1. Rentals	_____	D Applicant Cash	\$ _____
2. Printing	_____		
3. Office Supplies	_____	E Amount of Request from BCC (requires 4:1 match)	\$ _____
4. Shipping	_____		
5. Postage	_____	F In-Kind Goods and Services	\$ _____
6. Utilities	_____		
7. Insurance	_____		
8. Ensuring Access	_____		
Subtotal Remaining Costs	\$ _____		
TOTAL FY' 13 OPERATING EXPENSES	\$ _____	TOTAL FY' 13 OPERATING INCOME	\$ _____

SECTION C Authorized Signatures: The signature below is that of the person authorized to testify as to the accuracy of this application and the person who agrees to the required acknowledgement will be given to the Massachusetts Cultural Council and the granting Boston Cultural Council, if the application is approved.

Signature _____ Title _____ Date _____

PROGRAMMING GRANTS

Who is Eligible to Apply?

- Non-profit cultural organizations with 501(c) 3 status **based in and serving Boston residents.**

Organizational eligibility will be rotated every two years, based on the primary discipline of the organization's programming. In FY13 only cultural organizations whose programming is primarily focused in the following disciplines are eligible to apply: **Music, Visual Arts, Film/Video, Folk/Traditional Arts, and Interpretive Science.** These same organizations will not be eligible to apply to the BCC in FY13.

- Boston-based groupings of artists, humanists, and/or interpretive scientists jointly working toward common goals, using a fiscal agent, whose work is primarily focused in the disciplines for FY13.
- Organizations can submit **ONLY 1** proposal per funding cycle

BCC grants funds will not be used for:

- To purchase food or refreshments
- To pay salaries or stipends for employees of the school system, library, parks department or municipality.
- On Capital expenditures for schools, libraries, Local Cultural Councils, other municipals agencies, or religious organizations.
- On programming that discriminates or discourages participation on the basis of race, gender, religious creed, color, national origin, ancestry, disability, sexual orientation or age.

Please Note: These Boston Cultural Council Grants are for the cultural organizations year-round programming, not project grants.

To Apply

Please answer the following questions in no more than 3 pages total (3/4" margins; font no smaller than 11 pt.). Additional narrative pages will not be considered:

- Please describe the mission of your organization.
- Please provide an outline of your programming plans for FY13. Be as brief yet specific as possible. Include description of programming, schedule, venues, #s and demographics of audiences served.
- List key artistic/humanistic/interpretive science staff and briefly describe their training, experience and qualifications.
- Given the current fiscal climate please provide evidence of your administrative and fiscal capacity to provide this program.
- How do you serve members of under-served Boston community(ies)? Example: Take programming into under-served communities' sites; facilitate access to your programming for residents of those communities, provide programming that is free and accessible to the public, play a role in community economic development? Please describe your specific plans.
- Describe highlights of your efforts in FY12-13 to strengthen the fiscal viability of your organization.

Support Materials Requested (Programming grants)

Programming proposals must be accompanied by the following materials:

- Professional resumes or biographies of key participating artists/humanists/interpretive scientists/cultural administrators
- Selected brochures, newspaper articles and other materials that demonstrate the applicant's ability to successfully complete the proposed programming and serve the community should also be enclosed.
- List of Board membership, including professional affiliation(s)

Review Criteria

Each of these criteria will be given serious consideration in the Council's deliberation:

- Quality of artistic/humanistic activities as indicated by training and professional experience of participating artist/humanists, programming choices, critical reviews, etc. as documented in supporting materials
- Extent and quality of the public benefit component of proposed programming
- Demonstration of thoughtful planning, clarity of purpose including accurate details in proposal, and management capacity

Application checklist for programming Grants

Organizations can submit ONLY 1 proposal per funding cycle

- ✓ 1 Signed Original Application (Section A)
- ✓ 2 copies of the 3-page narrative
- ✓ 2 copies of completed budget form (Section B & C)
- ✓ 1 Set of support materials

Self-addressed stamped large envelope (if you wish to have your support materials returned)

Please be advised that BCC cannot be responsible for lost items. We recommend that you keep copies for your own records.

FIELD TRIP GRANT APPLICATION (formally P.A.S.S. grant)

The Field Trip Grant Application provides funds to reimburse for the cost of admission for Boston students to Boston performing arts venues (museum admissions are not eligible).

Who is Eligible to Apply?

Field Trip Grants applicants include Boston public, private and parochial schools and out-of-school programs, including community/ neighborhood centers, PTA/PTOs and civic organizations.

To Apply

Prior to submitting a Field Trip Grant Application request to the Boston Cultural Council, applicants **must contact the proposed performing arts organization** directly to make all necessary arrangements, including reservation and payment schedule.

Field trip Grant funds are for reimbursement of the admissions price for students to attend performing arts events in Boston. Specific information regarding the proposed performance site, participating artist/cultural organization, ticket price, number of students attending, and total amount of request is required at the time of application. Incomplete applications will not be considered.

Only pre-approved performing artists and cultural organizations that are based in Boston are eligible. Ticket prices may not exceed \$12 per student; if the cost of admission is more than \$12, no portion of the ticket may be reimbursed.

Due to funding constraints, **only one application per school/organization** will be considered. A maximum of 50 ticket admissions can be included in each application, with a maximum grant of \$500 per application.

Please complete the BCC grant application, Sections A & C, also please answer the following questions in a total of one page or less:

- Why did you select this group of students to attend this performance?
- What is the educational purpose of this field trip? Cultural? Linked to curriculum? Please explain.

Application checklist for Field Trip Program Grants

- ✓ 1 Signed Original Application (Section A and C only - do not submit Section B-budget).
- ✓ 2 copies of 1-page narrative
- ✓ 2 copies confirmation of reservation from performing organization/venue

NOTE: Please be advised that BCC cannot be responsible for lost items. We recommend that you keep copies for your own records.